Consumer Directed Attendant Support Services (CDASS) Process Guide for Case Managers

CCR 10-2505 Section 8.510

HCBS Waivers that include CDASS:

- Brain Injury (BI) Waiver – *effective January 1, 2014*
- Community Mental Health Services (CMHS) Waiver
- Elderly, Blind and Disabled (EBD) Waiver
- Spinal Cord Injury (SCI) Waiver

Intake and Enrollment Process

1. **Provide information and discuss CDASS** as a service option with individual
2. **If individual chooses to pursue CDASS, provide the following forms** and assist as needed
    - Physician Attestation
    - Authorized Representative Designation and Affidavit
    - Authorized Representative Screening Questionnaire
3. Once completed forms are returned to the case manager, case manager will:
    - **Complete Task Worksheet/Norms** to determine the hours per week of care needed based on assessed needs as documented in the ULTC 100.2 and service plan
    - **Calculate Monthly Allocation**
        - **Use Monthly Allocation Worksheet Estimator tool** to calculate allocation using weekly/hourly figures from the Task Worksheet/Norms
        - Access to the Monthly Allocation Worksheet Estimator tool
          https://www.publicpartnerships.com/programs/colorado/CDPASS/index.asp
          Username: coclient
          Password: pplco47
    - **Notify participant** of estimated CDASS allocation
4. **Complete Client Referral form** and send the following documents to Public Partnerships (PPL):
    - Client Referral Form, Physician Attestation, Task Worksheet/Norms, AR Forms (if applicable)
5. **Public Partnerships, LLC (PPL) will:**
    - Complete CDASS training with participant or authorized representative
    - Assist with the ASMP and employee paperwork
    - Send case manager completed ASMP
6. Case manager must **review ASMP and either request revision OR approve, sign, and return it to PPL**
7. PPL will notify case manager when two attendants have **completed all** employee paperwork and are approved to serve
8. **Determine start date for CDASS**; the start date must be either the 1st or 16th of the month
    - **Allow enough time to receive** an approved Xerox PAR with CDASS lines approved and entered into the PPL web portal

9. **Enter PAR** into the PPL web portal **and mail to Xerox**
10. If applicable, **send discontinuation notice** to home health, PCP, or homemaker service provider
11. **Revise Service Plan in BUS; send to participant** for signature and notification of service change
12. **Notify participant of start date** for CDASS
13. After Xerox approved PAR is received, **log onto PPL web portal and enter PA # and click "pre-approve"**
14. **Update the Program Area in BUS**

On-Going Process

1. **Contact the client once a month for the first three months on CDASS**; review budget, attendant care, and any other issues related to consumer direction
2. **Review client's budget and expenditures** each month
3. **Follow Overspending Protocol** if client has overspent in a given month

Changes Mid-Certification

1. **Review client care needs** on the Task Worksheet/Norms and Allocation in relation to ULTC 100.2 and Service Plan
2. **Review budget and expenditures** on PPL web portal
3. If a change in allocation is needed, revise the Task/Worksheet/Norms and complete the Monthly Allocation Estimator Tool
4. **Notify client** of new allocation
5. **Enter the PAR** in PPL web portal and mail to Xerox
6. **Notify client** via the Service Plan
7. After Xerox approved PAR is reviewed**, log onto PPL web portal, enter PA # and click "pre-approve"**

Continued Stay Review (CSR)

1. New Physician Attestation is **required annually**
2. **Review client care needs** on the Task Worksheet/Norms and Allocation in relation to ULTC 100.2 and Service Plan
3. **Review budget and expenditures** on PPL web portal
4. If a change in allocation is needed, revise the Task/Worksheet/Norms and complete the Monthly Allocation Estimator Tool
5. **Notify client** of new allocation
6. **Enter the PAR** in PPL web portal and mail to Xerox
7. **Notify client** via the Service Plan
8. After Xerox approved PAR is reviewed**, log onto PPL web portal, enter PA # and click "pre-approve"**